

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT MAINTENANCE OF PUBLIC FACILITIES - BUILDING	Number 40.10	Issue 4	Page 1 of 7
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1. Purpose

- 1.1 To establish procedures for the maintenance of City facilities at a level insuring public safety and protection of capital investment.

2. Scope

- 2.1 This regulation applies to all facilities where explicitly stated, either through City ownership, operation or lease agreement, that the City of San Diego will provide maintenance.
- 2.2 This regulation covers categories of emergency/urgent repairs, non-urgent repairs, improvements/installations, and inspections and preventive maintenance. This regulation also covers repair, maintenance and alterations or assigned portable equipment.

3. Definitions

- 3.1 Facility: Buildings, structures related directly to buildings, and related support systems, i.e. gas, electrical, mechanical, plumbing, asbestos, irrigation time clocks and associated wiring. Landscape irrigation systems may be included if associated with a specific building. Excluded are lighting fixtures on a pole and irrigation systems associated with parks and center islands.
- 3.2 Maintenance: Activities performed or coordinated by General Services/Buildings Division which prevent a facility from deteriorating.
- 3.3 Repair: Request to fix or restore an existing facility or piece of equipment Buildings Division is responsible to maintain.
- 3.4 Improvement/Installation: Alteration of an existing facility or piece of equipment changing its original condition or location, or installation of new equipment

(Supersedes Administrative Regulation 40.10, Issue 3, dated March 1, 1984)

Authorized

(Signed by Jack McGrory)

CITY MANAGER

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- 3.5 Emergency: A situation requiring immediate action because it poses a hazard or security risk to person or property.
- 3.6 Urgent: A situation which must be repaired or replaced within a reasonable amount of time because it presents a potential hazard or security risk to person or property.
- 3.7 Non-Urgent: Routine maintenance or repair work which does not pose an immediate threat to the public, City employees or City Property.
- 3.8 Lighting fixtures on a pole: Lights which are not directly attached to a facility, such as streetlights, ball park and walkways lights.
- 3.9 Irrigation: Water supply which is not associated with human consumption.
- 3.10 Preventive Maintenance: Regularly scheduled maintenance performed on equipment and facilities.
- 3.11 Requestor: A City department requesting services.

4. Policy

- 4.1 Services provided by Buildings Division to a facility are determined by the City's legal obligations as owner, lessor, lessee, or occupant by permits.
- 4.2 Work is prioritized as follows:
 - a. Emergency situations involving health, safety or security conditions will be responded to immediately.
 - b. All urgent requests, repair requests and/or requests with mandatory deadline dates will be considered and accomplished primarily based upon chronological order.
 - c. Preventive maintenance, energy conservation, water conservation and follow-ups.
 - d. Requests for improvements or equipment installations will be performed in chronological order as received or as resources permit.
- 4.3 It is the responsibility of the Occupant City Department or other using agency or individual to immediately notify Buildings Division of any emergency repair needed.

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- 4.4 It is the responsibility of the Asbestos Designated Facility Person or Occupant City Department or other using agency or individual to screen for potential asbestos impacts when planning repairs or improvements/installations if work is performed by someone other than Buildings Division staff. If the required information is not available in the *Asbestos Facility Notebook*, submit Form GS-2064, "Work Request for Asbestos Management Program."

5. Procedure

5.1 Request for Emergency Repairs:

Responsibility

Action

Requestor

- a. During non-office hours, telephone Station 38 @ 527-7660.
- b. During normal office hours:
 - (1) Lighting requests:
 - (a) For lighting fixtures on a pole or walkway lighting, contact Communications and Electrical Division @ 525-8650.
 - (b) For all other lighting problems at facilities, contact Buildings Division's Work Control Center @ 525-8540.
 - (2) Irrigation/controllers requests:
 - (a) For irrigation at Park and Recreation facilities or center islands, contact Park and Recreation's Central Division @ 235-1176.
 - (b) For irrigation controllers and all other irrigation repairs at facilities, contact Buildings Division's Work Control Center @ 525-8540.

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- (3) For any other requests, contact Buildings Division's Work Control Center @ 525-8540. Report location and/or facility number and nature of emergency.

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| Notified Division | <p>c. Communications and Electrical Division enters a Service Request on the Municipal Lighting System (MLS).</p> <p>d. Park and Recreation's Central Division completes an "Irrigation Work Request" (Form PR-1594).</p> <p>e. Buildings Division enters a New Work Request on screen PF8 in the Facility Maintenance System (FMS) and notifies responsible party.</p> |
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5.2 Request for Repairs:

Responsibility

Action

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| Requestor | <p>a. Lighting requests:</p> <p>(1) For lighting fixtures on a pole or walkway lighting, contact Communications and Electrical Division @ 525-8650.</p> <p>(2) For all other lighting problems at facilities, enter a New Work Request on screen PF8 of the Facilities Maintenance System (FMS).</p> <p>b. Irrigation/controller requests:</p> <p>(1) For irrigation at Park and Recreation facilities or center islands, contact Park and Recreation's Central Division @ 235-1176.</p> <p>(2) For irrigation controllers and all other irrigation repairs at facilities, enter a New Work Request on screen PF8 of the Facilities Maintenance System (FMS).</p> |
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- c. For any other facility repairs, enter a New Work Request on screen PF8 of the Facility Maintenance System (FMS).

Building Division

- d. Approved requests for repairs will be scheduled for completion in accordance with established priorities. When requests are not Buildings Division's responsibility, the Requestor and/or appropriate responsible department will be notified.

5.3 Facility Inspection and Preventive Maintenance:

Responsibility

Action

City Departments

- a. Notify Buildings Division of any change in facility assignment or usage.

Buildings Division

- b. Schedules facility inspections for those facilities which the City actively maintains. Notification of inspections will be given to appropriate City departments or other agencies when the facility maintenance is financed from funds other than the General Fund.
- c. Schedules preventive maintenance based on industry standards for various components.
- d. Performs inspections consistent with the City's obligations to the individual facility.
- e. Maintains a record of the Inspection and Preventive Maintenance Program including dates, evaluations of the facility's condition and preventive maintenance performed.
- f. Notifies the appropriate City division when a discovered maintenance need occurs in that division's area of maintenance responsibility.

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Notified City Departments g. When notified by Buildings Division, respond within ten working days as to whether the scheduled inspection is consistent with the City's obligations to that facility as owner, lessor, lessee or occupant by permit. If desired, provide a representative to jointly inspect the facility.

5.4 Requests for Facility Improvements/Installations

Responsibility

Action

Requestor a. Enters New Work Request on screen PF8 of the Facilities Maintenance System (FMS), submitting drawings of proposed changes when applicable.

Buildings Division b. Evaluates work request with requirements established by City Charter, Section 94, "Contract" and by supporting Ordinance No. 12263 New Series (latest revision).

(1) Requested improvements/ installations which do not conform to policies of financing limitations of either the Charter or Municipal Code will be discussed by Buildings Division with the requesting department for possible alternatives.

(2) Approved requests for improvements/ installations will be scheduled for completion in accordance with established priorities and available resources.

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APPENDIX

Legal References

Council Policy 200-13 (Maintenance of Public Facilities-Buildings)

Forms Involved

PW-999A, Work Request (for work to be done by other Divisions)
PW-281, Deficiency Report
PR-1594, Irrigation Work Request
GS-2064, Work Request for Asbestos Management Program
DOT-211, Message Log

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